

Reclamation Manual

Directives and Standards

- Subject:** Museum Property Management
- Purpose:** To ensure proper and consistent management of the Bureau of Reclamation's museum property in compliance with Federal laws, regulations, and the Department of the Interior initiatives. The benefit of this Directive and Standard (D&S) is improved accountability through accurate reporting and consistency in managing museum property, and completion of required actions in the administration of Reclamation's Museum Property Management Program. It also provides increased opportunities for public access to, and use of, museum property.
- Authority:** The laws, regulations, and policies underlying Reclamation's authority and responsibility for museum property include:

Antiquities Act of 1906 (16 U.S.C. 431-433); Reservoir Salvage Act (RSA), as amended (16 U.S.C. 469-469c-2); National Historic Preservation Act of 1966 (NHPA), as amended (16 U.S.C. 470 et seq.); Archaeological Resources Protection Act of 1979 (ARPA), as amended (16 U.S.C. 470aa-mm); Native American Graves Protection and Repatriation Act of 1990 (NAGPRA) (25 U.S.C. 3001 et seq.); Curation of Federally-Owned and Administered Archeological Collections (36 CFR part 79); Interior Property Management Directives supplement to the Federal Property Management Regulations (FPMR) (41 CFR part 101) and Reclamation Supplements to the FPMR 114S-60; Preservation of American Antiquities (43 CFR part 3); Protection of Archaeological Resources (43 CFR part 7); NAGPRA Regulations (43 CFR part 10); Personal Property Management, Departmental Manual (DM) 410; and Policy and Responsibilities for Managing Museum Property, 411 DM.

The *Statement of Federal Financial Accounting Standards* (SFFAS) by the Federal Accounting Standards Advisory Board provides requirements for accounting and reporting museum property in: (1) SFFAS No. 6 – Accounting for Property, Plant, and Equipment (PP&E); (2) SFFAS No. 8 – Supplementary Stewardship Reporting; (3) SFFAS No. 14 – Amendments to Deferred Maintenance Reporting (amends SFFAS 6 and 8); and (4) SFFAS No. 29 – Heritage Assets and Stewardship Land.

Approving Official: Director, Office of Program and Policy Services

Contact: Land Resources Office, 84-53000

- Background.** The United States Government owns a category of stewardship PP&E known as collectible heritage assets, and more commonly referred to as museum property.

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Reclamation owns, controls, has jurisdiction over, and/or administers museum property on behalf of the Government. The Department requires bureaus to establish museum property programs in response to a 1987 General Accounting Office (now the Government Accountability Office) report that cited Government-wide lack of accountability for museum property. In addition, as a result of a 1990 Office of Inspector General audit report of the Department's accountability and control over artwork and artifacts, the Department was found to possess a material weakness with respect to managing museum property. In 1993, the Department created 411 DM, Managing Museum Property, and a guidance handbook for managing museum property (411 DM Museum Property Handbook [411 DM-MPH]). Museum property continues to be a visible asset within the Department with measurable output data tracked for both the Government Performance and Results Act (GPRA) and Activity Based Costing/Management (ABC/M) initiatives.

2. **Definitions.** See Appendix A for a list of abbreviations and acronyms, and Appendix B for a list of definitions used in this D&S.
3. **Management Standards.** Reclamation will manage its museum property to the standards identified in 411 DM 3. For its archaeological collections, it will manage them to the standards of both 411 DM 3 and 36 CFR part 79.
4. **Ownership of Museum Property.** All items, field data, analysis data, documentation records, and electronic/magnetic media collected or created under a Reclamation ARPA or Antiquities Act permit, collected or created as a result of an activity on Reclamation land, or having been collected or created as a result of an NHPA action on non-Reclamation lands and where there is an agreement between Reclamation and the owner of the items that explicitly transfers ownership to Reclamation, are the property of the United States Government, unless otherwise directed by law. Cultural and natural resources not intended to be museum property (i.e., working collections, NAGPRA cultural items, collections used for educational purposes, and some non-NAGPRA human remains) shall be identified as such.
5. **Responsibilities for Managing Museum Property.**
 - A. **Federal Preservation Officer (FPO).** The FPO provides general oversight and is responsible for managing Reclamation's Museum Property Program. The FPO exercises oversight responsibilities in the following manner:
 - (1) **Oversight.** Provides overall program administration and coordination.
 - (2) **Policy Development.** Develops and periodically updates Policy, D&S, and guidance for managing museum property.
 - (3) **Strategic Planning.** Develops Reclamation's Museum Property Management Plan (MPMP) and other strategic planning documents.

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- (4) **Reporting Requirements and Analysis.** Identifies required reports and establishes internal procedures and schedules for meeting report content requirements and deadlines. Maintains, analyzes, and provides data submitted by Reclamation units for inclusion in, but not limited to, the Performance and Accountability Report, the Museum Property Management Summary Report (Summary Report), GPRA, and ABC/M documents.
 - (5) **Information Access.** Maintains access to information on Reclamation's museum property through various media.
 - (6) **Review.** Reviews all units' draft Museum Property Program management documents for suitable coverage of and adherence to Reclamation's museum property management goals, principles, and standards.
 - (7) **Technical Assistance.** Provides technical assistance and advice to Reclamation units about acquiring, preserving, protecting, documenting, accessioning, deaccessioning, and using museum property.
 - (8) **Museum Property Working Subgroup (MPWS).** Chairs this subgroup of the Cultural Resources Management Working Group.
 - (9) **National Representation.** Represents Reclamation on national committees (e.g., the Museum Property Program Executive Committee, Interior Museum Property Committee, and Interagency Federal Collections Alliance) and at venues where the scope is national or multi-regional.
- B. Reviewing Official.** The Reviewing Official is a regional director or director of a Washington/Denver-based office, or designee. Reviewing Officials have programmatic responsibility for managing museum property including the following:
- (1) **Fund.** Establishes and funds a Museum Property Program that complies with laws, regulations, and Department and Reclamation mandates.
 - (2) **Qualified Staff.** Designates Accountable Officers and Museum Property Program Leads for each unit under their jurisdiction in writing. A copy of designations are to be provided to the FPO.
 - (3) **Program Management Documents.** Ensures that documents identified in Paragraph 6 of this D&S are reviewed, approved, and implemented.
 - (4) **Museum Property Protection.** Appraises whether units under their authority are in compliance with 411 DM standards. When not in compliance with the standards, evaluates risks and available resources needed to meet the standards and decides what action(s) to take (411 DM 3.1). Pending permanent corrective

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action, ensures temporary actions are taken to reduce deterioration due to environmental conditions and to improve protection, security, and safeguards to limit damage, loss, and misuse of museum property. Ensures that these actions are documented and integrated into the appropriate MPMPs and Summary Report.

- (5) **Data Management.** Ensures that museum property data and information are entered and maintained in Reclamation's collection management system (RCMS).
 - (6) **NAGPRA Collections.** Ensures that required Reclamation actions are coordinated through both programs, when NAGPRA and Museum Property Program responsibilities overlap, and that the actions comply with appropriate law and regulatory requirements.
 - (7) **Long-Term Curation.** Ensures that long-term curatorial services agreements are established, as appropriate.
 - (8) **Reporting.** Reviews, signs, and submits consolidated reports according to established procedures and schedules identified in Paragraph 8 of this D&S.
 - (9) **Training.** Ensures that technical and management staff have the training necessary to meet the requirements of this D&S.
 - (10) **Museum Property Committees.** Assigns an individual to the MPWS. Establishes unit Museum Property Committees(s), as appropriate.
- C. **The Accountable Officer.** The Accountable Officer has the following responsibilities (Reclamation Supplements to the FPMR 114S-60.100(a)):
- (1) **Safeguard Property.** Ensures measures are in place to prevent loss, theft, misuse, or abuse of museum property.
 - (2) **Qualified Staff.** Designates, in writing, appropriate individuals as Custodial Officers for museum property. A copy of designations are to be provided to the FPO.
 - (3) **Documentation.** Ensures that current and accurate museum property management documents and records are maintained and accessible.
 - (4) **Accessions and Deaccessions.** Provides review and written approval for all accession and deaccession actions (411 DM 3.4.A.).

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- (5) **Annual Inventories, Reconciliations, and Certifications.** Ensures that the annual museum property inventory, reconciliation, and certification are completed and reported as per Paragraph 8.E. of this D&S.

D. **Custodial Officer.** The Custodial Officer has the following responsibilities:

- (1) **Safeguard Property.** Assists the Accountable Officer in ensuring measures are in place to prevent loss, theft, misuse, or abuse of museum property.
- (2) **Annual Inventory/Reconciliation.** Assists the Accountable Officer in completing the annual museum property inventory and reconciliation.
- (3) **Documentation.** Assists the Accountable Officer in ensuring that current and accurate museum property management documents and records are maintained and accessible.
- (4) **Management Standards.** Monitors whether his/her unit is in compliance with the management standards established in the Reclamation Manual Policy, *Museum Property Management*, LND P05. When standards are not met, the Custodial Officer documents the deficiency and the resources needed to correct the deficiency, and recommends corrective action(s) to the Reviewing Official, the Accountable Officer, and the appropriate Museum Property Lead.
- (5) **Program Management Documents.** Prepares drafts of program management documents in consultation with discipline specialists and Museum Property Lead(s) and submits documents to the Reviewing Official for approval.
- (6) **Long-Term Curation.** Develops curatorial services agreements and submits them for approval.

E. **Museum Property Lead.** The Museum Property Lead is a qualified museum or cultural resources management professional, and is appointed by the Reviewing Official. Each unit must have a Museum Property Lead; this individual is a unit or regional office employee, as appropriate to the organization's structure. The Museum Property Lead also may be the Custodial Officer. A Museum Property Lead has the following responsibilities:

- (1) **Coordination.** Coordinates within the normal chain-of-command with the FPO, Regional Museum Property Lead (if appropriate), Reviewing Official,

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Accountable Officer, Custodial Officer, other Museum Property Lead(s), and discipline specialist(s) to establish the most efficient means of implementing unit museum property programs.

- (2) **Review.** Reviews, as appropriate, unit draft program management documents for suitable coverage of museum property principles, goals, and standards.
 - (3) **Strategic Planning.** Develops regional and/or unit MPMPs, as appropriate, according to the requirements of Paragraph 6.B. of this D&S.
 - (4) **Report Requirements and Analysis.** Maintains, analyzes, and submits data for required reports through the appropriate chain of command (see Paragraph 8 of this D&S).
6. **Program Management Documents.** The appropriate Reviewing Official must approve all museum property management documents identified in this paragraph. Prior to approval, all museum property documents must be sent to the FPO for a 30-day review and comment period unless otherwise stated below. Regional Museum Property Leads must review and comment on unit museum property management documents prior to approval by the Reviewing Official. Within 30 days after approval, signed copies of all museum property management documents must be sent to the FPO. The regional office shall maintain copies of all museum property documents generated by units within the region.
- A. **Scope of Collection Statement (SOCS).** Each Reclamation office must have a SOCS (411 DM 2.1.B.(1)). All SOCS must be reviewed every 5 years and updated, as necessary.
- (1) **Reclamation SOCS.** The Reclamation SOCS (see Appendix C) is the platform for all regional and unit SOCS.
 - (2) **Regional SOCS.** Each region must have a SOCS that describes its collection strategy. Regional SOCS must integrate and tier from the Reclamation SOCS. The Reviewing Official must approve the regional SOCS. When a regional SOCS has an addendum that includes one or more unit SOCS, then all Reviewing Officials shall be included as concurring signatories on the regional SOCS.
 - (3) **Unit SOCS.** Each unit must have a SOCS that integrates and tiers from both the Reclamation and, as appropriate, regional SOCS, yet is unique to its own circumstances and needs. The unit Reviewing Official must approve the unit's SOCS.
- B. **MPMP.** A MPMP (also known as a Collection Management Plan) is the basic planning tool used to manage museum property (see 411 DM 2.1.A.(2) and B.(2)). It identifies actions required to preserve, protect, and document museum property in

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order to meet management standards and maintain the items to those standards. A MPMP must identify problems and risks, describe and prioritize corrective actions (e.g., conservation treatments and facility improvements), identify responsible personnel, and estimate budgets for Museum Property Program activities. The Reclamation MPMP is the platform for all regional and unit MPMPs. All Reclamation units must have a MPMP. MPMPs must be reviewed at a minimum of every 5 years, and updated as necessary.

- (1) **Reclamation MPMP.** The FPO develops and maintains the Reclamation MPMP. This MPMP defines broad program goals and objectives. The MPMP is the instrument Reclamation uses to measure program goals and accomplishments reported in the Summary Report.
- (2) **Regional MPMP.** A regional MPMP describes the region's Museum Property Program, and how it will achieve the goals and objectives outlined in the Reclamation MPMP. It describes management actions including, but not limited to, goals and objectives, risk management, and deferred maintenance.
- (3) **Unit MPMP.** A unit MPMP describes the unit's museum property management actions including, but not limited to, goals and objectives, risk management, and deferred maintenance.

C. **Unit Emergency Management Plan (EMP).** The primary goal of emergency planning is to avoid the damage or loss of museum property that is, or may be, affected by an emergency while giving priority to human health and safety. Each Reclamation and non-Reclamation facility that has custody of Reclamation museum property must have an EMP. EMPs must be reviewed at a minimum of every 5 years, and updated as necessary to ensure the information it contains is current and accurate. They must be updated when new museum property material types are entered or identified at the facility, are placed in new spaces within the facility, or if Reclamation's emergency contact information changes. EMPs are not subject to FPO review and comment. An EMP must contain the following:

- (1) identification of the vulnerabilities of all museum property under the facility's control;
- (2) reference to the special needs of Reclamation museum property held within the facility; and
- (3) information for two emergency contacts within Reclamation that are familiar with the needs of the museum property located at the facility in the event an emergency occurs.

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- D. **Conservation Survey.** A conservation survey, if needed, provides information on the environment of spaces housing museum property, records the condition of individual or groups of museum property, determines conservation treatment needs and priorities, and records baseline data to assess future deterioration. A conservation survey is required immediately after the identification of a possible conservation problem. A conservator specializing in the treatment of the particular item surveyed must conduct the conservation survey. The Custodial Officer is responsible for submitting conservation surveys to the Accountable Officer and the unit Museum Property Lead. These are not subject to FPO review and comment. The following instruments are acceptable alternatives to an in-house conservation survey providing they address the information specified above and in 411 DM 2.1.B.(4):
- (1) **American Association of Museums Accreditation.** A report completed as the result of a review for accreditation conducted within the previous year by the American Association of Museums (or other recognized body).
 - (2) **Other Federal Survey.** A survey conducted within 5 years by another agency.
- E. **Item-Level Condition Assessment.** An item-level condition assessment must be conducted on museum property at the time of initial cataloging to establish a condition baseline and to determine if the item warrants conservation. An item-level condition assessment also must be completed whenever an item is handled or used (e.g., annual inventory, outgoing loan, exhibit, or research). Condition must be documented on the catalog record and in the RCMS. The assessment must be performed by a qualified museum professional. If an item warrants conservation treatment, then the catalog record must include that information, and the item must be scheduled for treatment. If conservation is not performed when it should have been, then the cost estimated for conservation shall be tracked as deferred maintenance. These are not subject to FPO review and comment.
- F. **Facility-Level Condition Assessment.** The unit Accountable Officer must certify that a Bureau of Reclamation Facility Condition Checklist (Checklist), Form 7-2573, was completed for each space occupied by Reclamation museum property in a facility. When a Reclamation facility does not achieve a good condition assessment rating, the cost to meet that standard must be identified on the Checklist and addressed in the appropriate MPMPs. If the improvements are delayed, then the estimated cost shall be tracked as deferred maintenance. Facility-level deferred maintenance is only assessed for Reclamation facilities and must be reported as part of Reclamation's Performance and Accountability Report and the Summary Report. A facility must be re-evaluated when new spaces are added, when conditions are known to change, or at a minimum of every 5 years. These are not subject to FPO review and comment.

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7. **Museum Property Records (411 DM 1.Appendix 1.T).** Museum property records are official records that museum property managers and staff create to document and manage museum property (e.g., accession, deaccession, catalog, loan, and inventory records).
8. **Reporting.** The following reports are due annually unless designated otherwise.
 - A. **Reclamation Heritage Assets Report.** This is the annual Third Quarter and Fourth Quarter consolidated regional and Washington/Denver-based offices' reports containing information about museum property to be included in Reclamation's Performance and Accountability Report.
 - B. **Museum Property Management Summary Report.** This is the annual Third Quarter and Fourth Quarter reports that contain consolidated regional and Washington/Denver-based offices' museum property information, as required by 411 DM 2.3.B. Additional requirements apply as per the Department's current year data call.
 - C. **GPR, Museum Property Information.** This report contains museum property data required for GPR reporting. The reporting schedule is determined by Reclamation's Program and Budget Office.
 - D. **ABC/M, Museum Property Information.** This report contains museum property data required for ABC/M reporting. The reporting schedule is determined by Reclamation's Program and Budget Office.
 - E. **Annual Inventory, Reconciliation, and Certification.**
 - (1) The Accountable Officer is responsible for completing annual physical inventories for Reclamation museum property held at each of its facilities. The inventories shall be conducted according to instructions provided in Reclamation Supplements to the FPMR 114S-60.304 and 411 DM 3.4.C. Museum property must be identified as sensitive property on the Certificate of Inventory (Reclamation Supplements to the FPMR 114S-60.3 Property Inventories). Annual inventory certification and reconciliation are due to the Property Management Officer by October 15. Copies of inventory reports and certifications must be sent to the FPO. The following inventories are required:
 - (a) **Annual Inventories and Other Inventories.** Regional offices shall conduct annual museum property inventories as required by 411 DM 3.4.C.(1).
 - (b) **Reconciling Inventories.** Annual regional inventories shall be reconciled per instructions provided at 411 DM 3.4.C.(4).
 - (c) **Certifying Inventories.** Annual regional inventories shall be certified per instructions provided at 411 DM 3.4.C.(5).

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9. Management of NAGPRA Collections.

- A. NAGPRA items that came under Reclamation's control on or before November 16, 1990, and are accessioned into Reclamation's museum property holdings, shall be considered controlled property. If Reclamation controls NAGPRA items that have not been accessioned, they must be safeguarded to the applicable standards established in 36 CFR part 79, and 411 DM until the items undergo disposition.
- B. NAGPRA items for which a cultural affiliation has been determined can only be part of an exhibit, loan, or research project after consultation and written approval from either lineal descendent(s) or the affiliated tribe(s). NAGPRA items for which no cultural affiliation can be determined shall not be part of an exhibit, loan, or research project without written permission by the Reviewing Official.
- C. NAGPRA items that have come into Reclamation's possession after November 16, 1990, are not museum property and shall not be accessioned. Reclamation shall safeguard post-November 16, 1990, NAGPRA items to the applicable standards established in 36 CFR part 79 and 411 DM until the items undergo disposition.

10. **Management of Non-NAGPRA Human Remains.** Human remains that are not Native American do not fall under the jurisdiction of NAGPRA. All accessioned non-Native American human remains from archaeological contexts are controlled property. Non-Native American human remains shall be safeguarded to the standards established in 36 CFR part 79 and 411 DM while under Reclamation's control.

11. **Forms.** The forms provided in the 411 DM-MPH shall be used for managing museum property and documenting museum property actions, except where Reclamation has developed a form for its specific use. Reclamation museum property forms include:

- A. Accession Folder Checklist, Form 7-2513;
- B. Accession Form/Receiving Report, Form 7-2515;
- C. Accession Receiving Report: List of Objects and/or Specimens, Form 7-2519 (Form 7-2519, must be included as an attachment to Form 7-2515. For large listings of museum property items, Form 7-2519 shall be used once with a suitable attachment that documents the complete list of items.);
- D. Deaccession Folder Checklist, Form 7-2514;
- E. Deaccession Form, Form 7-2517;

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- F. Deaccession Objects and/or Specimen List, Form 7-2516; and
 - G. Bureau of Reclamation Facility Condition Checklist, Form 7-2573.
12. **Data Management.** Reclamation units shall document all museum property by using RCMS. RCMS must interface with the appropriate Department and Reclamation financial management systems. Original museum records shall be retained indefinitely. Archival quality backup copies of museum records shall be created and shall be maintained at a separate location from the original museum records.
13. **Acquisition of Museum Property.** Items that are, or may become, museum property are acquired through the following means:
- A. **Transfer.** Transfers of museum property from other units within Reclamation, other bureaus within the Department, or other Federal Government agencies (36 CFR 79.6(a)(5); Reclamation Supplements to the FPMR 114S-60.100(c)(a)(1-3); and 411DM-MPH, Volume II, Chapter 2, Paragraph C.4.).
 - B. **Fabrication.** Items manufactured by Reclamation for the purpose of exhibiting, interpreting, or protecting museum property (Reclamation Supplements to the FPMR 114S-60.100(c)(a)(4) and 411DM-MPH, Volume II, Chapter 2, Paragraph C.5.c.).
 - C. **Purchase from Commercial Sources.** Property specifically purchased for inclusion in the museum property collection (Reclamation Supplements to the FPMR 114S 60.100(c)(a)(7) and 411DM-MPH, Volume II, Chapter 2, Paragraph C.2.).
 - D. **Permitted Field Collection.** Archaeological items recovered under authority of the Antiquities Act, RSA, NHPA, or ARPA.
 - E. **Unauthorized Collection.** The Museum Property Committee, or the Museum Property Lead, shall evaluate items recovered by unauthorized means to determine if they fit within the unit's SOCS. An item shall be disposed of according to Reclamation Supplements to the FPMR 114S-45.901, or retained as part of a working collection, when it is not accessioned as museum property (411DM-MPH, Volume II, Chapter 2, Paragraph C.5.b.).
 - F. **Found/Uncertain Origin Property.** The Museum Property Committee, or Museum Property Lead, shall evaluate property of uncertain origin found within the control of a Reclamation unit to determine whether such items fit within the unit's SOCS. Items

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not accessioned as museum property shall be disposed of according to Reclamation Supplements to the FPMR 114S-45.901, or retained as a working collection (411DM-MPH, Volume II, Chapter 2, Paragraph C.5.d.).

- G. **Donation.** Reclamation accepts donations of personal property and museum property under certain circumstances (16 U.S.C. 470w-2(a); Reclamation Supplements to the FPMR 114S-60(c)(a)(5); and 411DM-MPH, Volume II, Chapter 2, Paragraph C.1.).
- H. **Gift.** Reclamation may receive gifts from individuals, organizations or governments. Reclamation employees also may receive gifts; however, if a gift received by a Reclamation employee exceeds the amount authorized, then the gift shall be deposited with the appropriate Reclamation property officer and shall become Reclamation property (see Departmental Ethics Guide). All gifts received by Reclamation shall be evaluated by the unit Museum Property Committee, or Museum Property Lead, to determine if the gift should be classified as museum property.
14. **Loans.** Reclamation is authorized to loan out its museum property or accept museum property from another source as an incoming loan. All loans must be for official purposes and must be approved by the Accountable Officer. Reclamation shall ensure compliance with the loan standards in 411 DM 3.4.D.
15. **Accession and Deaccession.** The Accountable Officer must approve all accession and deaccession actions.
- A. **Accession.** An accession is one or more items that are formally recognized by Reclamation as museum property, and that are assigned an accession number. Accessioning is the process by which Reclamation formally accepts and establishes permanent legal title and/or custody for a museum object or collection. All museum property shall be accessioned, and the accession record shall be documented in RCMS. Reclamation shall ensure compliance with the accessioning standards in 411 DM 3.4.A. Upon completion of an authorized activity that generates museum property (commonly referred to as a field assemblage), Reclamation shall create a list of the items and associated records. Reclamation shall determine which items are museum property. The museum property then shall be formally accepted, accessioned, and located into a curation facility.
- B. **Deaccession.** Reclamation does not possess the authority to make discretionary deaccessions of its museum property except as noted below; however, it does possess the authority to make non-discretionary deaccessions. Reclamation shall ensure compliance with the deaccessioning standards in 411 DM 3.4.F.
- (1) **NAGPRA Repatriations.** Deaccessioning of NAGPRA cultural items shall follow the processes established in NAGPRA and 43 CFR 10.10.

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- (2) **Other Removals.** Reclamation shall document removal of museum property from its control, using property management and deaccession procedures, under the following circumstances:
- (a) loss;
 - (b) purposeful destruction, only if the benefits outweigh the resulting damage or loss;
 - (c) consumptive use, only if the benefits outweigh the resulting damage or loss (for archaeological collections see 36 CFR 79.10(d)(5));
 - (d) inadvertent destruction;
 - (e) theft;
 - (f) firearm disposal (see Reclamation Supplements to the FPMR 114S-43.311-70);
 - (g) transfer within Reclamation or to another Federal agency; or
 - (h) return to rightful owner when mistakenly accessioned as Reclamation museum property.
- (3) **Board of Survey.** When any of the activities identified in Paragraph 15.B.(2)(a)-(e) of this D&S occur, a Board of Survey (Reclamation Supplements to the FPMR 114S-45.901) shall convene and document its actions. Museum records shall be updated according to 411 DM 3.4.F., and the change in collection status shall be reported in all Summary Reports. A Property Voucher (Form 7-763) shall be prepared when activities identified in Paragraph 15.B.(2)(f)-(h) occur.
16. **Use of Museum Property.** Collections or individual items shall be made available for scientific, educational, and religious use subject to such terms and conditions as are necessary to protect and preserve condition, research potential, religious or sacred importance, and uniqueness of the item or collection. Reclamation shall ensure its compliance with the provisions in 36 CFR 79.10.
17. **Curatorial Services Agreements.** Reclamation shall enter into formal agreement for curatorial services (both short-term and long-term loans) with non-Reclamation facilities having custody of Reclamation museum property. Reclamation shall ensure compliance with the requirements in 36 CFR 79.8 if the facility holds archaeological collections. As part of the agreement, the non-Reclamation facility must also comply with the following items:

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- A. agree to provide access to the collections for, and assist with, required annual inventories;
 - B. agree to provide data needed by Reclamation for reporting;
 - C. ensure Reclamation's museum property, or the containers holding the museum property, identifies the items as the "property of the Federal Government (Bureau of Reclamation)" in a manner that does not damage or alter the integrity of the item(s);
 - D. obtain written approval from the appropriate Reclamation Accountable Officer prior to agreeing to loan Reclamation museum property, and only if the receiving individual or organization meets the standards in 411 DM 3.4.D.;
 - E. obtain written approval from the appropriate Reclamation Accountable Officer prior to allowing purposeful destruction or consumptive use of Reclamation museum property;
 - F. obtain written approval from the appropriate Reclamation Accountable Officer prior to allowing access to controlled property; access to NAGPRA cultural items under Reclamation control must be approved by the Reviewing Official; and
 - G. demonstrate that the facility has achieved a "Good" condition assessment rating, using Form 7-2573.
19. **Funding Museum Property Management Activities.** Reclamation museum property activities are funded from authorized projects or program funds, or from a fee charged to an applicant pursuant to 43 CFR part 429, subpart D.
- A. **Reclamation Funding.** Museum property activities are funded through appropriate Reclamation fund authorizations (e.g., authorized projects, Land Resources Management accounts, Policy and Administration accounts, or the Working Capital Fund).
 - B. **Non-Reclamation Funding.** Funds also are acquired from fees charged to non-Reclamation entities including other Federal, state, and local agencies, municipalities, Indian tribes, irrigation districts, individuals, and organizations who receive a permit to conduct activities on Reclamation land and/or water bodies, or who are approved to use Reclamation museum property for research, public education, and exhibition purposes, pursuant to 43 CFR part 429, subpart D.